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| Title | **Perform duties and rights at the workplace** |
| Level | **2** | **Credits** | **6** |

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| Purpose | These competency standards will ensure that the trainee will be able to develop code of ethics and professional conduct, improve planning capabilities and awareness about provision of employment rights. This module can be delivered alongside other modules. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **L1:****Observe Ethics and Professional Conduct** | **Trainee will be able to:**Observe and implement the mandatory standard for:**P1.** Responsibility**P2.** Respect **P3.** Fairness **P4.** Honesty | **Trainee will be able to :****U1.** Undertake responsibility to take ownership for the decisions and actions, and their consequences. This can be learnt through role play.**U2.** Show a high regard for resources entrusted to This includes accountability to subordinates, tangible assets such as equipments, and company profile.**U3.** Take up responsibility to make decisions and act impartially and objectively; free from self interest. (Quantified self assessment can be performed, e.g. case studies/white papers, for areas like conflict of interest.)**K1.** Conceive truth and act in truthful manner in conduct and communication, e.g. daily attendance enrolment on register, “What you say is what you did?” |

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| **L2:****Plan Business Process Activities** | **Trainee will be able to:****P1.** Highlight tasks, their scheduling, define milestones, and learn optimal utilization of resources | **Trainee will be able to describe and explain:****K1.** Provide required assistance to in-line manager e.g. coordinating recurring meetings, intimate resource availability, maintain documents, validate applicable company defined standards.**K2.** Define activities, e.g. apply specific life cycle methodologies – (Requirement gathering, design solution, prototype, testing, documentations).**K3.** Estimate time, e.g. hour calculation for an activity; consider calendar year official leaves, company working timings.**K4.** Work out breakdowns, divide module in smaller and more manageable components, e.g. testing a product may include components like interface, performance, and test cases.**K5.** Level resource due to work load, e.g. calculations of leisure hours of a worker. |
| **L3:****Develop Awareness for Rights** | **Trainee will be able to:****P1.** Recognize the inspirational requirements of human rights in employment context. | **Trainee will be able to :****K1**. Inform the concerned authorities and uphold the policies, rules and regulations that govern the work and workplace.**K2.** Report illegal conduct or illegitimate action to appropriate management. |

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|  |  | **K3.** Protect propriety or confidential information. |
| **L4:****Understand Copyrights and Piracy** | **Trainee will be able to:****P1.** Understand the legal rights granted to an author, composer, publisher, product, or any other artist’s work.**P2.** Realize that unauthorized use or reproduction of copyright or patented material is illegal.**P3.** Understand not to give the design made for and sold to one client to the others. | **Trainee will be able to :****K1.** Learn and adapt to the process of purchasing photos or any other required material from internet which has copyrights.**K2.** Understanding what is royalty free content.**K3.** Explain what can be adopted and what cannot be from internet or other resources. |